

## Butte-Silver Bow Study Commission Minutes

**Meeting Date:** January 20, 2005

**Time:** 5:30 p.m.

**Place:** Butte-Silver Bow County Courthouse, 1<sup>st</sup> Floor Conference Room

**Call to Order:** Chairman Bob Worley brought the meeting to order at 5:33 p.m. Chairman Worley introduced two new people that joined the Commission this evening. Shelly Jones, who is Paul Babb's secretary, will also be the secretary for the Study Commission; and, Ron Rowling, the new liaison (ex officio) for the Study Commission. Ron works in the Courthouse. Chairman Worley proceeded to call roll with the following results:

**Members Present:** Ristene Hall, Wayne Harper, Dave Palmer, Meg Sharp, Cindi Shaw, Bob Worley, Ron Rowling and Shelly Jones. Tony Bonney and Northey Tretheway arrived late.

**Excused Absence:** Shag Miller.

**Others Present:** Raymond Rosk, Danette Harrington, Mary McMahon, David L. Brilliant Sr., Margaret Leary, Don Kronenberger, Bob McCarthy, Ed Heard, Nancy Hogart, Jim and Cheri Williams.

**Approval of Minutes:** Chairman Worley requested approval of minutes for both the December 9, 2004, meeting and the January 6, 2005, meeting. A motion was made by Cindi Shaw to approve the December 9, 2004, minutes; Wayne Harper seconded the motion. After a clarification was made regarding the time the meeting adjourned (approximately 7:20 p.m.), the motion passed unanimously.

Chairman Worley then requested approval of the January 6, 2005, minutes (that meeting began at about 5:30 p.m.). Cindi Shaw requested that the minutes be condensed to working minutes. Chairman Worley reported that he would address that issue as soon as the minutes were approved. A motion was made by Wayne Harper to approve the minutes; Dave Palmer seconded the motion. The motion passed unanimously.

**Citizens Comments:** Many citizens attended this evenings meeting. Chairman Worley asked if any citizens wished to make comments. Margaret Leary, who was on the original study commission 30 years ago, gave some background information and communicated the reasons why they recommended a larger number of commissioners be elected.

Chairman Worley asked if anyone had any questions for Marg. Ristene Hall asked Marg if she was in favor of the 12 commissioner seats. Mrs. Leary stated that if they cut it to 10 or reduce the number she didn't have any objections to it, but she hoped the Study Commission would keep in mind that they should be small districts or small enough so it was easy to run against them. Ristene is in favor of 12 commissioners. (Tony Bonney arrives). Chairman Worley states that Marg, having sat on a commission, knows how things work and that we (the Commission, members that are very open-minded) are hear to listen to ideas.

Decisions will not be made without a lot of study done. Chairman Worley thanked Mrs. Leary for her comments and told her that he would appreciate further comments. He asked for other citizen comments.

Mr. Don Kronenberger spoke out of interest and nostalgia because in the 1970's he volunteered for 8 years to form a government in Houston, Texas, which was the size of Billings then. He came to congratulate "you folks" and to give words of encouragement that you can change the government for the better. During his term, they changed from being a tiny controlling group of people to a council of 16 members that were of all races and gender. In his opinion, it is much more Democratic and fair now. He stated that if you work hard enough, you can change it. "So, congratulations. Thank you for what you are doing." He would like to sit in the back occasionally and watch it happen.

Chairman Worley thanked Mr. Kronenberger for his comments and told him our meetings are open, and he was welcome to make comments whenever he comes in. Chairman Worley asked if there were any other citizen comments.

Being there were further comments, Chairman Worley asked if there were any items that were not addressed on the agenda. Ristene Hall requested permission to leave for a few minutes to go to the Zoning Board meeting. Chairman Worley excused her.

Chairman Worley mentioned that there were a couple of items not on the agenda that he would like to address. It was brought to his attention that it would be easier to record minutes from the meeting if cell phones were turned off, and he asked that everyone state their name for the record and ease of transcription.

Wayne Harper asked Chairman Worley to address Cindi Shaw's proposal regarding the minutes. Chairman Worley reported that the procedure would be as follows with Commission member approval. Each week Shelly Jones will email the agenda to all Commission members, Linda Sajor-Joyce for the website, and The Montana Standard, the Butte Weekly, and the Rountown Review for publication. After some discussion, it was decided that a condensed form of minutes would be typed and submitted for approval. Bob McCarthy suggested that when the two public hearings take place you might consider transcribing all the comments at the public hearing; however, there is no requirement to do that. You could keep the tapes of that. "I agree with Mr. Harper. I think it is both a waste of time and of resources to have in effect a transcript of every meeting and the law does not require a transcript, simply minutes – that's all. But you have to keep the tapes. The tapes have to be kept. It's probably a good idea to make more than one copy. Make two copies of the tapes; put them in two different places so that they won't be destroyed." He suggested that one set be kept in the Clerk and Recorder's office and one copy somewhere else.

***Agenda Item No. 1:*** Chairman Worley introduced Ed Heard, Superintendent of Schools for Butte-Silver Bow, and Nancy Hogart. Mr. Heard began by commenting that he agreed with Margaret Leary's comments that you have to have enough districts and you need to keep them small enough. A packet was handed out to everyone. He then went on to give the Commission an overview of the duties of his office. Mr. Heard introduced Nancy Hogart, the Deputy

County Superintendent. He proceeded with his presentation which included the County Superintendent of Schools general index, powers and duties, and other pertinent duties and responsibilities including duties as Chairman of the County Transportation Committee, member of the High School Boundary Commission, attendance officer, etc. A copy of the handout is on file for review. Tony Bonney asked Mr. Heard if their funding was from the County's general fund. Mr. Heard's reply was yes. Questions were also asked about the number of children that are home-schooled. Other topics of discussion included: functions of the County Superintendent of Schools as mandated by the State; however, the office works somewhat with Butte School District No. 1, but mostly with Melrose, Divide and Ramsay. The size of the budget is \$95,000 per year, which includes salaries, etc. There was a discussion regarding workload and if the Commission could find a way to assist the County Superintendent's office. Chairman Worley thanked Ed and Nancy.

**Agenda Item No. 2:** Chairman Worley introduced Danette Harrington, the County Auditor. A handout of the functions of the Auditor's office was handed out. The duties of the Auditor's office have expanded from accounts payable functions to examining of accounts in the Courthouse including: conduct internal audits; responsibility for travel advance claims; monthly reconciliation of the Justice Courts 1 and 2 and City Court; review weekly expenditure list, responsible for filing the collections of the District Court, the Civic Center and permits issued in the Building and Codes Department, the Humane Society, the Pintlar Peaks Animal Shelter, and vending machines. The Auditor's office has been requested to do various audits. One such audit was the food program for Galen. This audit resulted in a cost savings for Butte-Silver Bow. Another audit completed was for Ramsay and fees associated with licenses that dealt with a sizeable amount of money. Also, audits have been done in the past for Mainstreet/Uptown Butte and the Parking Commission.

One important matter discussed was the fact that the Auditor's office employs only one person with no back up. Other topics of discussion included: creating a central agency for purchasing; no stop process for bill payment in place; moving some duties from the Budget office to the Auditor's office (bill paying with independent authority).

The Auditor's office provided goals which included hiring a deputy, investigating an intern program, and regaining the approval of all claims against Butte-Silver Bow.

**Agenda Item No. 3:** Chairman Worley introduced Mary McMahon, the Clerk and Recorder and Election Administrator. First, Mary addressed the staffing of the office, Chief Deputy, Director of Land Records, SID/GIS Specialist, 1-1/2 Land Records clerks, and 2-1/2 Recording/Customer Service/AP Processing/Council Clerk/Elections. The Municipal Code book calls for the Clerk and Recorders office to have 6 deputies and at this point there are only 3-1/2. Because of the staff limitations, the office can only process 80 records a day. Another function of this office is handling the election process. The Clerk and Recorder's office received authorization to change the boundaries of the commissioner districts to get them into the "ideal population numbers." Mary believes that the commission should take into consideration the possibility of having eight (8) commissioners. Ms. McMahon reported that over all revenues for her department were up 17 percent, recording revenues were up 21%, birth and death record revenues were up 7 percent, and general copies fees were up 9 percent.

Most records in this office are public records, and it requires a considerable amount of public assistance.

The land records division has digitized the county's land ownership records through the County's GIS system, a much more efficient system. Records from the old Anaconda Company were borrowed and copied on to CD's. Ms. McMahon also covered the process and status of the Clerk and Recorder's budget; the election process, and she covered work yet to be done in Land Records such as the plats and survey index, and conversion of ownership cards to a computerized system. Ms. McMahon also reviewed issues regarding preservation of records, appropriation of money for a document indexing system that would improve efficiencies and service to the public, concerns with capital request privileges, concerns with the timing and how often the county audit gets put out for bid (it has been 12 to 15 years since one has been done), concerns that other elected officials have regarding compensation of the Clerk and Recorder and the Chief Deputy (\$3,211 difference for election duties), and accomplishments of her first term to include cleaning and reorganization, transfer of records to the Archives, and implementation of voter registration/vote tabulations systems.

Chairman Worley asked a question regarding the consolidation of polling places and mail out ballots. Mary has had only two (2) negative comments regarding the process of consolidation. Overall, she believes both have been positive processes. Northey Tretheway asked what the budget size was for her department and how much did it save the County to consolidate. Mary did not have the budget numbers with her and offered to provide the budget amounts to Bob. Cindi Shaw asked how the population has changed since the consolidation of Butte-Silver Bow (referring to the districts). Mary replied that the population per the 2000 census was 34,606. Tony Bonney asked if the Clerk and Records office is bound by State regulations for the preservation of records and if there was anything the Commission could do to help them. There is a State Preservation Committee; Mary explained the process. Dave Palmer asked Mary for her thoughts regarding partisan and non-partisan elections.

Chairman Worley thanked Mary.

**Agenda Item No. 4:** Chairman Worley asked the Commissioners whom they might like to speak before the Commission. He reported that he didn't have any response, so he put together a list of speakers from government (elected and public works, et al.). The list includes all local people, but he knows that it has been discussed that they bring members from other governments. Northey Tretheway asked Chairman Worley if he compared his list to a previous study commission, and Chairman Worley said that he would do that. Ristene Hall reported that Evan Barrett would like to speak to the Study Commission. Chairman Worley also said that Judy Martz, Chuck Uggetti, J.R. Richardson, Marko Lucich, and an auditor from Newland and Company are on the list as possible future speakers. Cindi Shaw said that Janet Cornish would be a speaker and would also offer her services to the commission regarding grants.

**Agenda Item No 5:** Regarding completing a survey with Butte-Silver Bow employees and sending a general survey to citizens in the city/county of Butte-Silver Bow. Chairman Worley had the opportunity to visit with Ken Weaver. Ken conducted a seminar that everyone went to in Bozeman. Ken has 20 years of experience with the political part of the Montana State

University of Bozeman. Ken has agreed to meet with the Commission in early February to develop a random survey (approximately 1,000). Chairman Worley asked the availability of the Commissioners for a 4-hour presentation. Wayne Harper asked that Shelly email everyone to find out his or her availability. Bob Worley also asked if anyone had any questions prepared for the survey. A separate item will be put on the January 27, 2005, agenda. Dave Palmer requested copies of the Anaconda-Deer Lodge Opinion Survey. Bob Worley asked if Shelly could make copies of this survey and have everyone pick up a copy in her office.

***Agenda Item No. 6:*** Liaison for the Study Commission – Chairman Worley mentioned that he introduced Ron Rowling earlier; he asked Ron if he would like to say anything. Ron declined. Wayne Harper asked that Ron be added to the email list. Cindi Shaw asked what Ron Rowling's duties would be. Chairman Worley said that Ron would perform research for the Commission at the Courthouse. Ron can be reached at [ronr@in-tch.com](mailto:ronr@in-tch.com) or by phone at 494-4251. Bob Worley also informed the Commission that Ken Weaver's office has received everyone's emails. Their Department might send the Commissioners information via email.

***Agenda Item No. 7:*** Secretary for the Study Commission is Shelly Jones. Chairman Worley said that they have been going over the Rules and Order of Business for the Study Commission of Butte-Silver Bow and that Shelly has typed and made a copy for everyone.

Other Comments: Chairman Worley will be working with Northey Tretheway on a timetable regarding future speakers. Northey also inquired the status of the budget for the Commission.

***Date for Next Meeting:*** The next meeting will be Thursday, January 27, 2005.

***Adjourn:*** Wayne Harper moved to adjourn the meeting at 7:30. Cindi Shaw seconded the motion.